

University of South Carolina Absence Management – Leave Administrator Request Extended Leave on Behalf of an Employee

How to request an extended leave request on behalf of an employee:

This job aid outlines how a TL/ABS Approver with the HR Leave Administrator role can request an extended leave request on behalf of an employee.

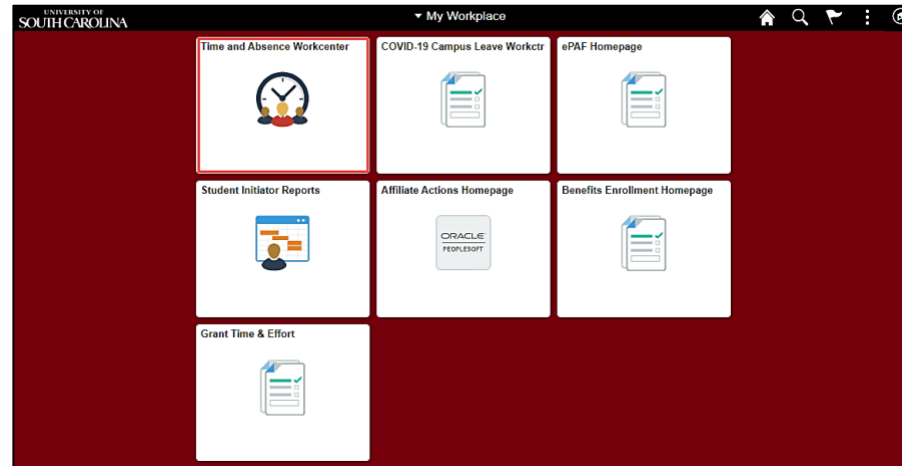
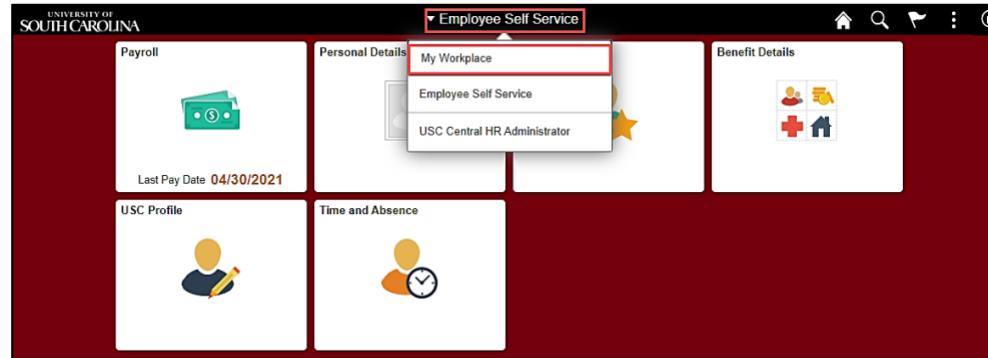
Navigation: Employee Self Service > My Workplace/My Homeplace > Time and Absence Workcenter

Processing Steps

Step 1: On the Employee Self Service landing page, click the **Homepage Selector** drop down arrow and select **My Workplace/My Homeplace** from the list.

Step 2: Click the **Time and Absence Workcenter** tile.

Screenshots



University of South Carolina Absence Management – Leave Administrator Request Extended Leave on Behalf of an Employee

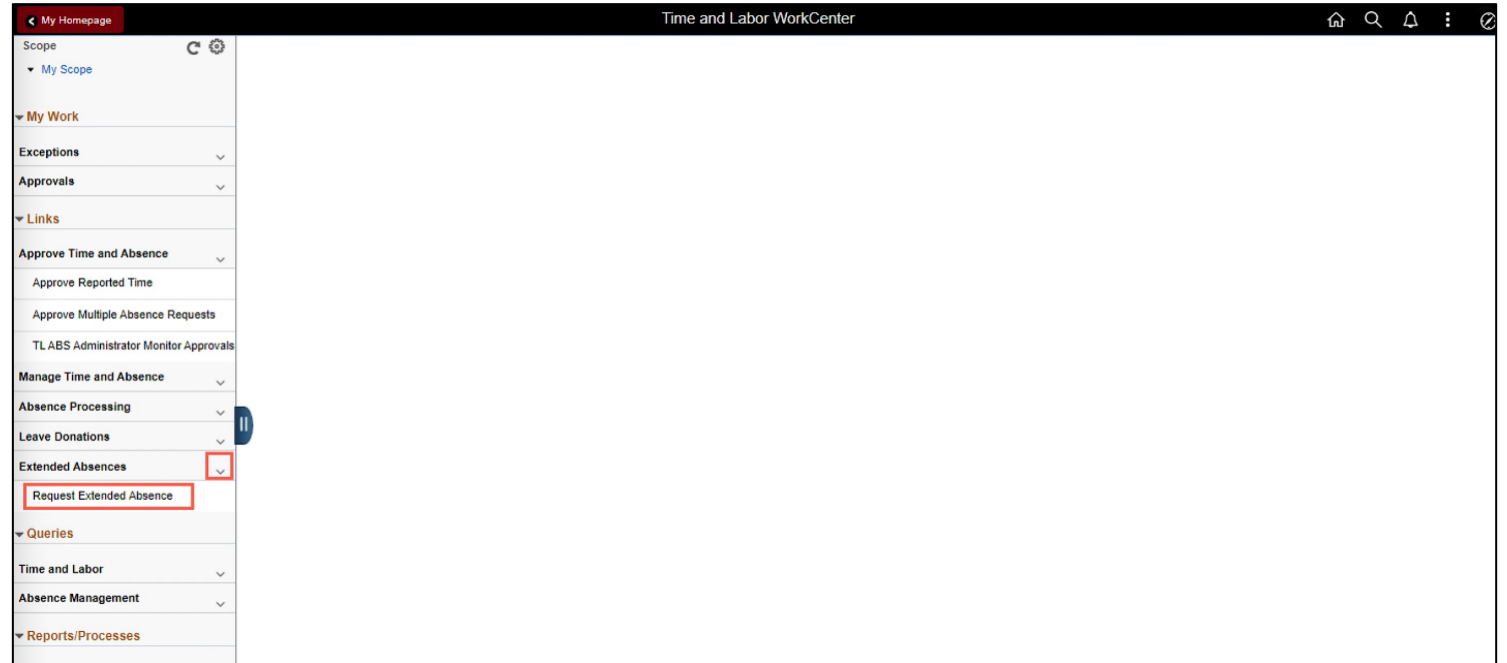
Time and Absence Workcenter

provides a central area to access the most used time and absence related activities. It enables managers to access various pages and keep multiple windows open while doing their daily work.

The activities provided within the Time and Absence Workcenter include Approving, Reporting, viewing time and absence related transactions, queries and reports.

In conjunction with the TL/ABS Approver role, you also have an add-on role, HR Leave Administrator, which affords some access to medically sensitive information. The **HR Leave Administrator** role can initiate requests on behalf of employees for Bone Marrow Donor, Organ Donor, Sick Leave Advancement, Extended Leave and view Leave Pool Transfer History.

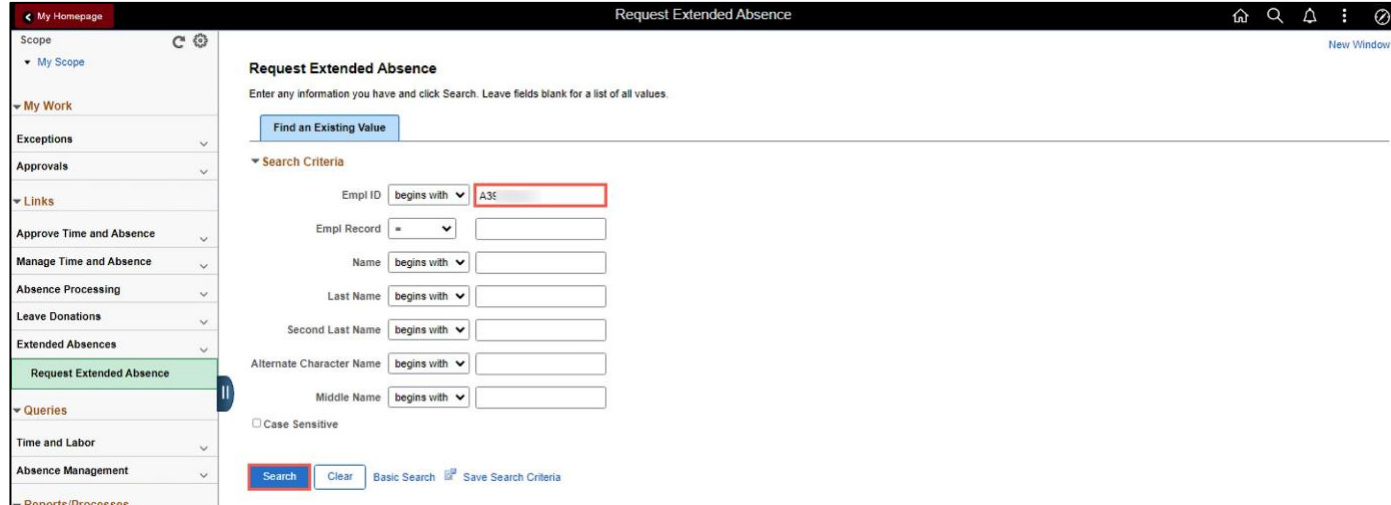
Step 3: Click the **Extended Absences** drop-down arrow and select **Request Extended Absence**.



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Step 4: Enter the employee's **USCID** in the **Empl ID** field.

Step 5: Click the **Search** button.



Request Extended Absence

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID: begins with

Empl Record: =

Name: begins with

Last Name: begins with

Second Last Name: begins with

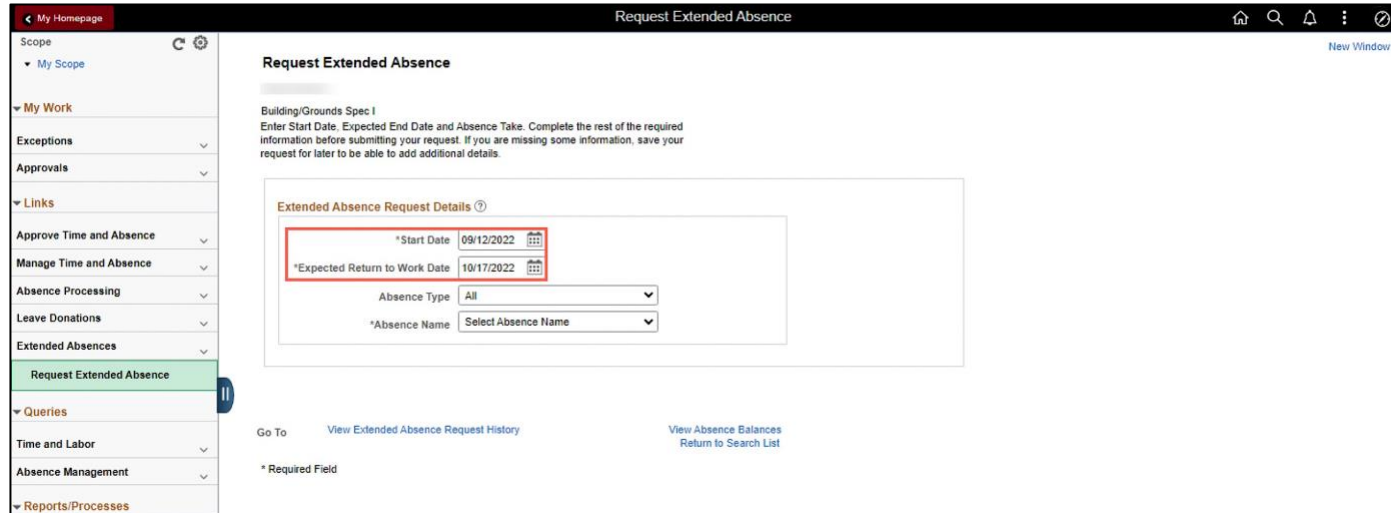
Alternate Character Name: begins with

Middle Name: begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Step 6: Click in the **Start** and **Expected Return to Work Date** fields and enter the appropriate dates.



Request Extended Absence

Building/Grounds Spec I

Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.

Extended Absence Request Details

*Start Date: 09/12/2022

*Expected Return to Work Date: 10/17/2022

Absence Type: All

*Absence Name: Select Absence Name

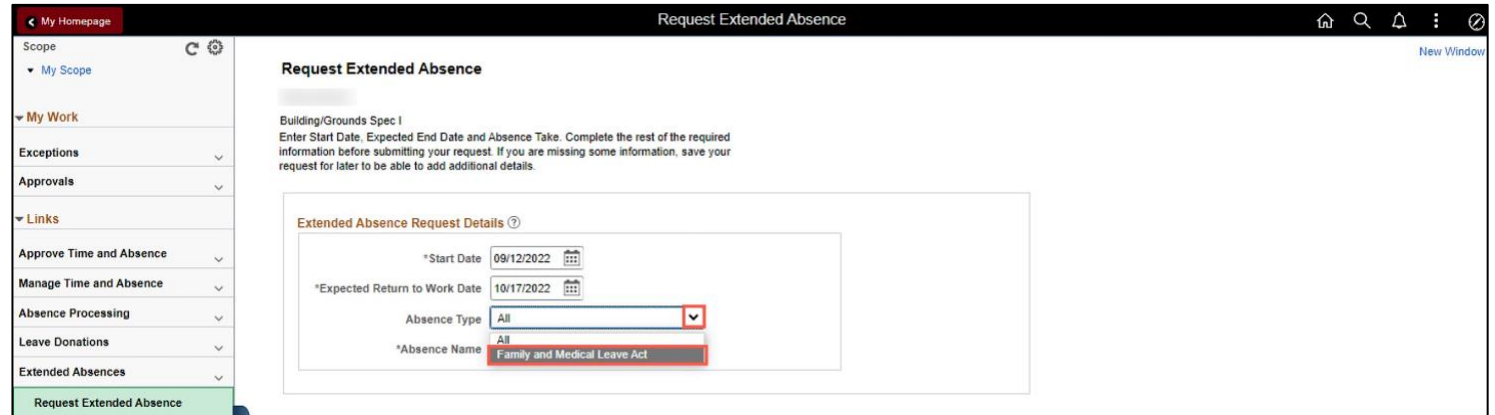
Go To: [View Extended Absence Request History](#) [View Absence Balances](#)

[Return to Search List](#)

* Required Field

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Step 7: Click the **Absence Type** drop-down arrow and select **Family and Medical Leave Act** from the list.

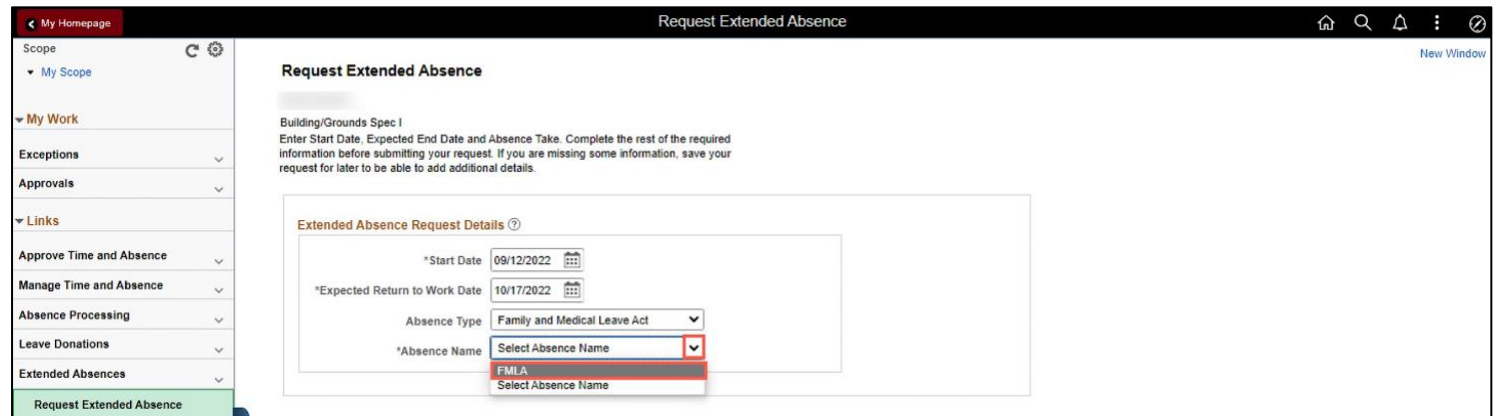


The screenshot shows the 'Request Extended Absence' form. The left sidebar contains navigation options like 'My Scope', 'My Work', 'Exceptions', 'Approvals', 'Links', and 'Extended Absences'. The main content area is titled 'Request Extended Absence' and includes instructions: 'Building/Grounds Spec I Enter Start Date, Expected End Date and Absence Take. Complete the rest of the required information before submitting your request. If you are missing some information, save your request for later to be able to add additional details.' Below this is the 'Extended Absence Request Details' section with the following fields:

- *Start Date: 09/12/2022
- *Expected Return to Work Date: 10/17/2022
- Absence Type: All (dropdown arrow)
- *Absence Name: All (dropdown arrow)

The 'Absence Type' dropdown is open, and 'Family and Medical Leave Act' is highlighted in red.

Step 8: Click the **Absence Name** drop-down arrow and select **FMLA** from the list.



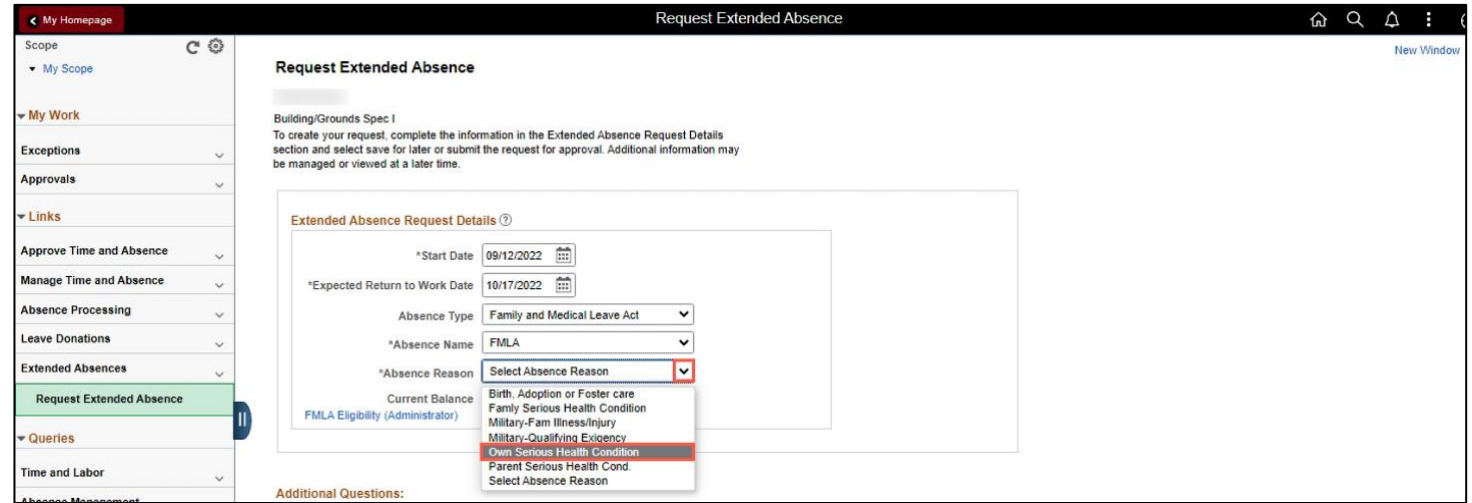
The screenshot shows the 'Request Extended Absence' form. The left sidebar is the same as in Step 7. The main content area is titled 'Request Extended Absence' and includes the same instructions. Below this is the 'Extended Absence Request Details' section with the following fields:

- *Start Date: 09/12/2022
- *Expected Return to Work Date: 10/17/2022
- Absence Type: Family and Medical Leave Act
- *Absence Name: Select Absence Name (dropdown arrow)

The '*Absence Name' dropdown is open, and 'FMLA' is highlighted in red.

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Step 9: Click the **Absence Reason** drop-down list and select the appropriate reason for the extended absence.



Request Extended Absence

Building/Grounds Spec I

To create your request, complete the information in the Extended Absence Request Details section and select save for later or submit the request for approval. Additional information may be managed or viewed at a later time.

Extended Absence Request Details

*Start Date: 09/12/2022

*Expected Return to Work Date: 10/17/2022

Absence Type: Family and Medical Leave Act

*Absence Name: FMLA

*Absence Reason: **Own Serious Health Condition**

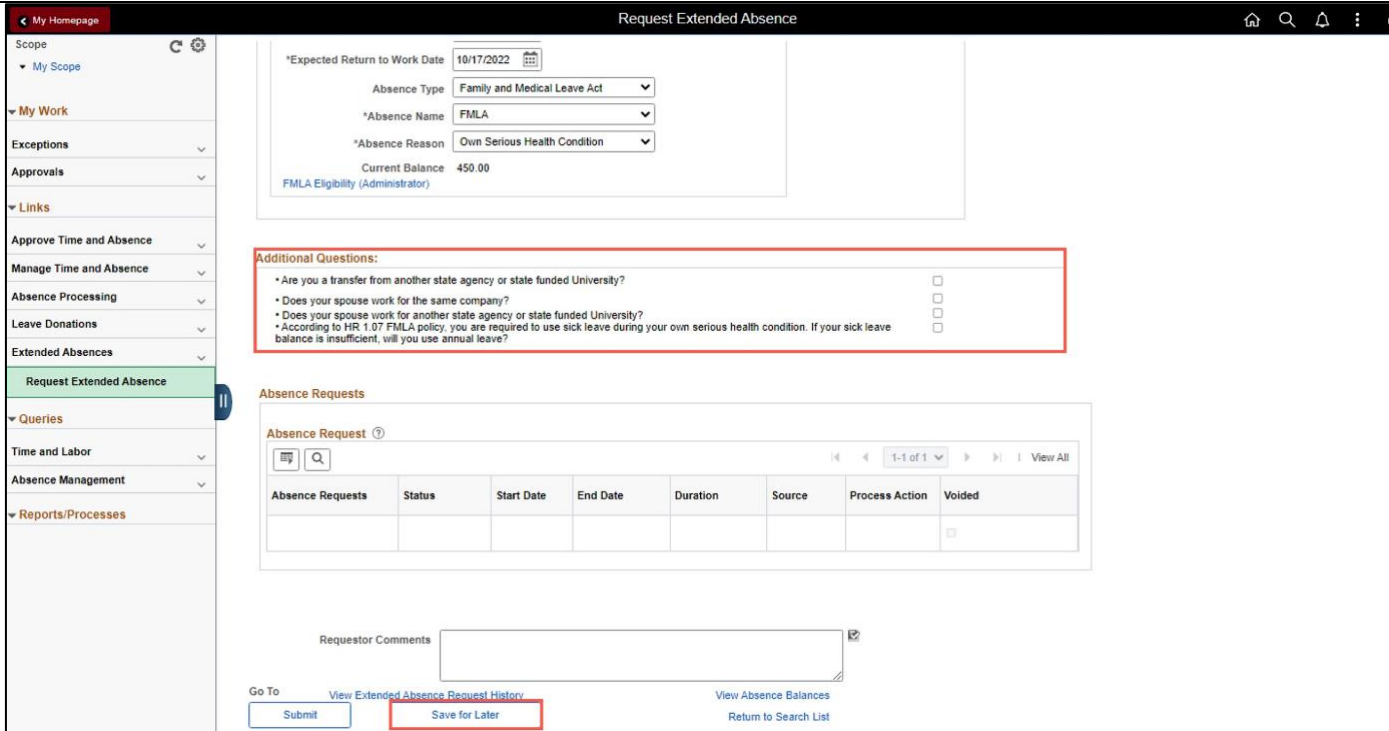
Current Balance: Birth, Adoption or Foster care
FMLA Eligibility (Administrator): Family Serious Health Condition, Military-Fam Illness/Injury, Military-Qualifying Event, Own Serious Health Condition, Parent Serious Health Cond, Select Absence Reason

Additional Questions:

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Step 10: Review the **Additional Questions** section and select if Yes; leave blank if No.

Step 11: Scroll down to the bottom of the page and click the **Save for Later** button. Saving for later will provide the Medical Certificate link giving you the ability to upload required documents to support the extended leave request.



Request Extended Absence

*Expected Return to Work Date: 10/17/2022

Absence Type: Family and Medical Leave Act

*Absence Name: FMLA

*Absence Reason: Own Serious Health Condition

Current Balance: 450.00

FMLA Eligibility (Administrator)

Additional Questions:

- * Are you a transfer from another state agency or state funded University?
- * Does your spouse work for the same company?
- * Does your spouse work for another state agency or state funded University?
- * According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?

Absence Requests

Absence Request

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided
							<input type="checkbox"/>

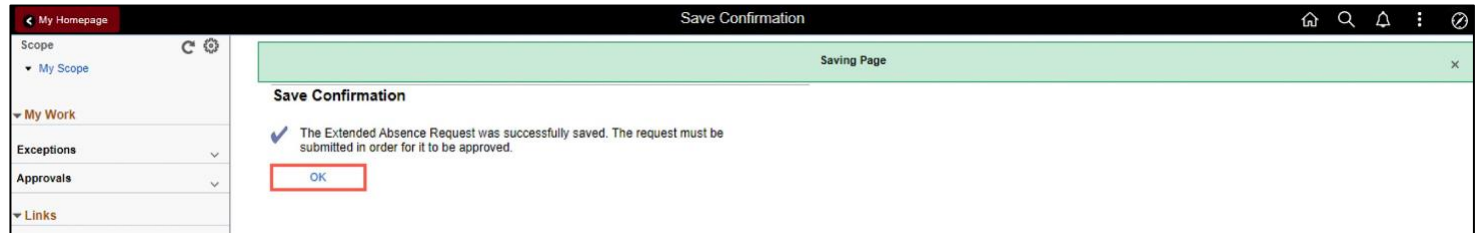
Requestor Comments

Go To: [View Extended Absence Request History](#) [View Absence Balances](#) [Return to Search List](#)

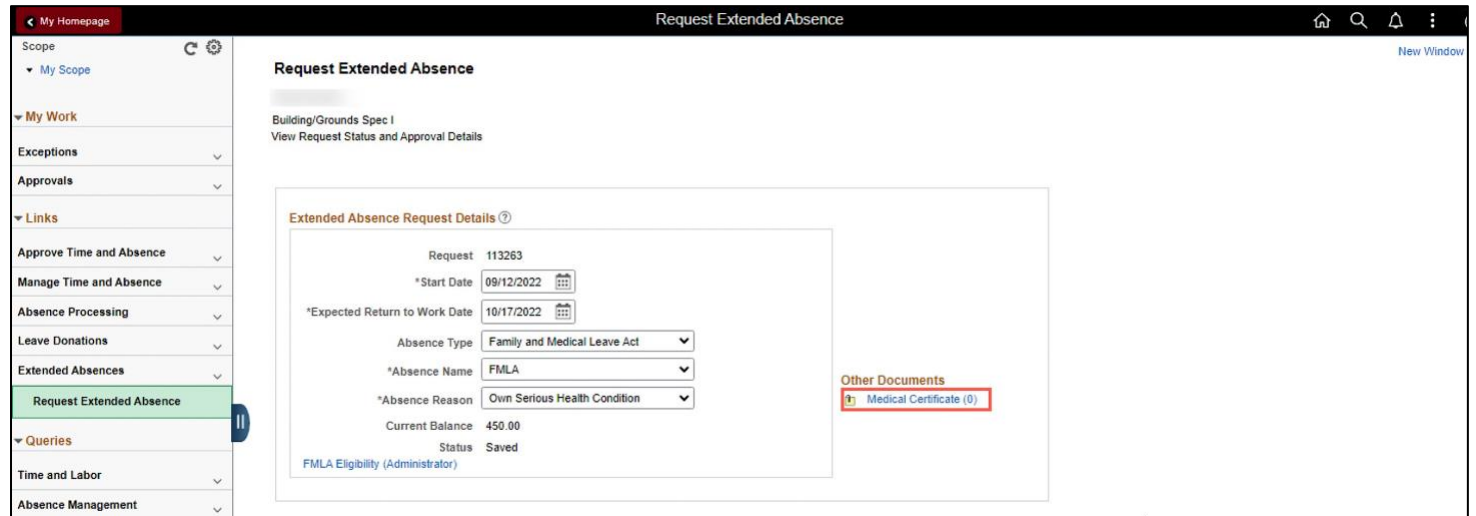
Buttons: [Submit](#) [Save for Later](#)

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Step 12: Click the **OK** button to save the request.

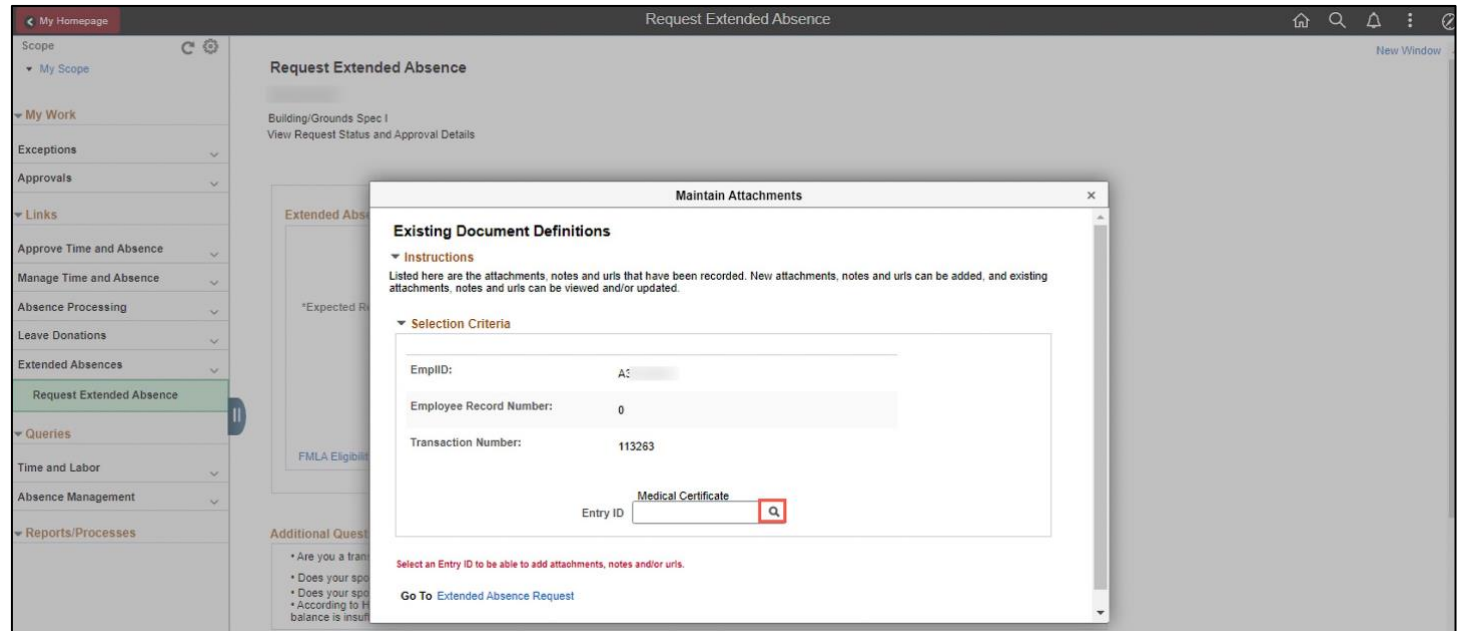


Step 13: Notice the Medical Certificate link is now available. Click the **Medical Certificate** link to upload the required supporting documentation and add notes.



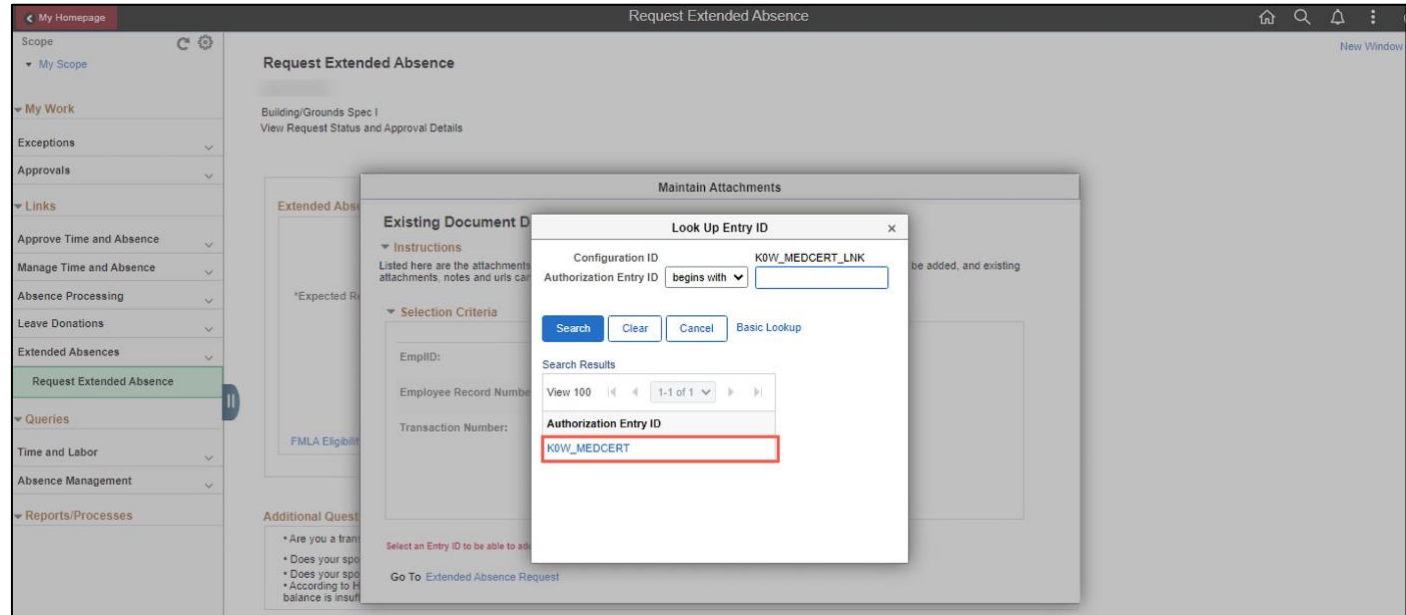
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Step 14: Click the **Entry ID** lookup button.



University of South Carolina Absence Management – Leave Administrator Request Extended Leave on Behalf of an Employee

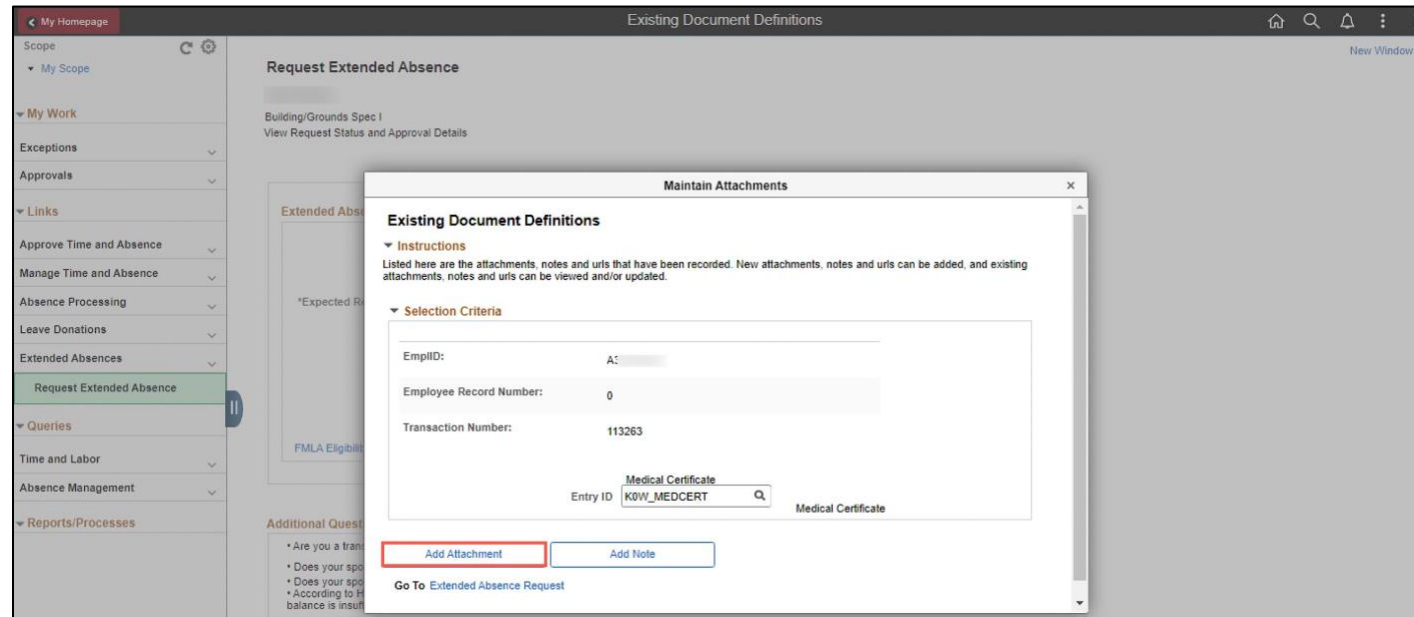
Step 15: Click the **KOW_MEDCERT** Authorization Entry ID option.



The screenshot displays the 'Request Extended Absence' web application interface. A 'Look Up Entry ID' dialog box is open, showing search results for the Authorization Entry ID. The Configuration ID is set to 'KOW_MEDCERT_LNK' and the Authorization Entry ID dropdown is set to 'begins with'. The search results list 'KOW_MEDCERT' as the only entry, which is highlighted with a red box. The background shows the 'Request Extended Absence' page with a sidebar menu and a main content area.

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Step 16: Click the **Add Attachment** button.



The screenshot displays the 'Request Extended Absence' page in a web application. A modal window titled 'Maintain Attachments' is open, showing 'Existing Document Definitions'. The modal includes instructions and selection criteria. The selection criteria section contains the following fields:

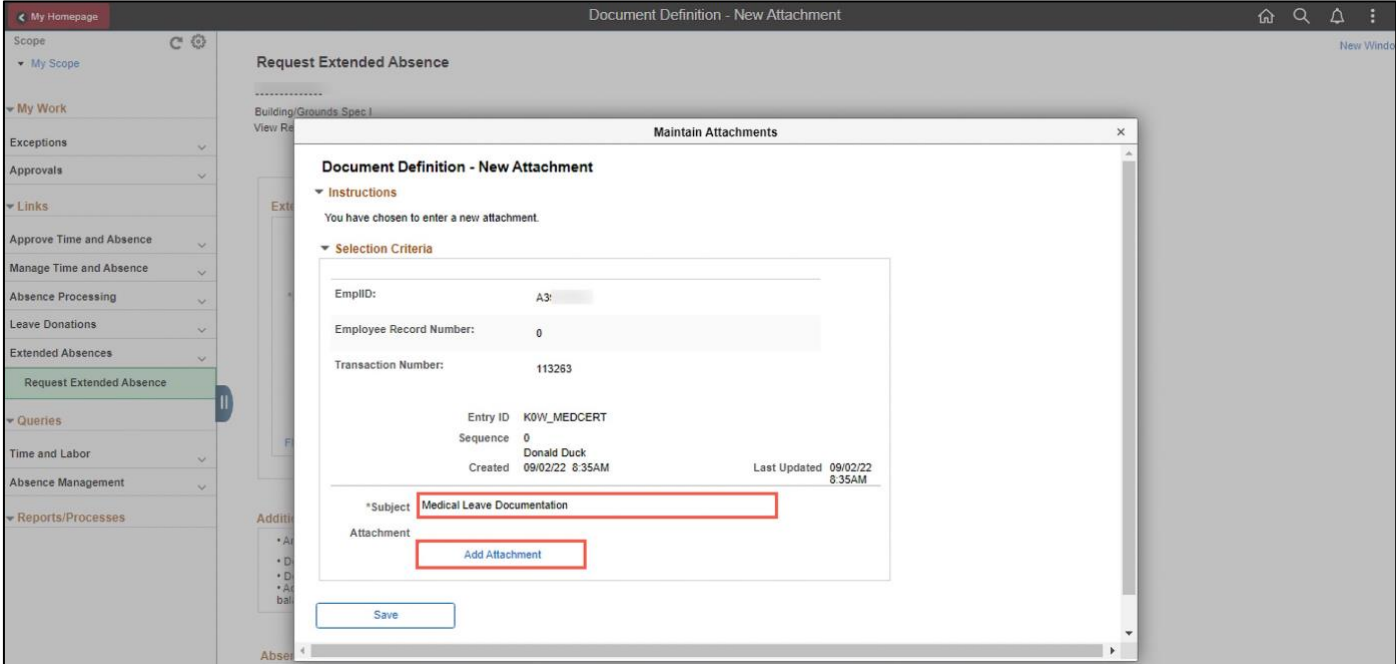
- EmpID: A: [input field]
- Employee Record Number: 0
- Transaction Number: 113263

Below these fields is a search bar with the text 'Medical Certificate' and 'K0W_MEDCERT' entered. A search icon is visible to the right of the search bar. At the bottom of the modal, there are two buttons: 'Add Attachment' (highlighted with a red box) and 'Add Note'. A link 'Go To Extended Absence Request' is also present at the bottom.

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Step 17: Click in the **Subject** field and enter an appropriate description.

Step 18: Click the **Add Attachment** button and follow the steps to upload supporting documentation.



Document Definition - New Attachment

Request Extended Absence

Building/Grounds Spec 1
View Re

Maintain Attachments

Document Definition - New Attachment

▼ **Instructions**
You have chosen to enter a new attachment.

▼ **Selection Criteria**

EmpID: A3

Employee Record Number: 0

Transaction Number: 113283

Entry ID K0W_MEDCERT
Sequence 0
Donald Duck
Created 09/02/22 8:35AM
Last Updated 09/02/22 8:35AM

*Subject **Medical Leave Documentation**

Attachment

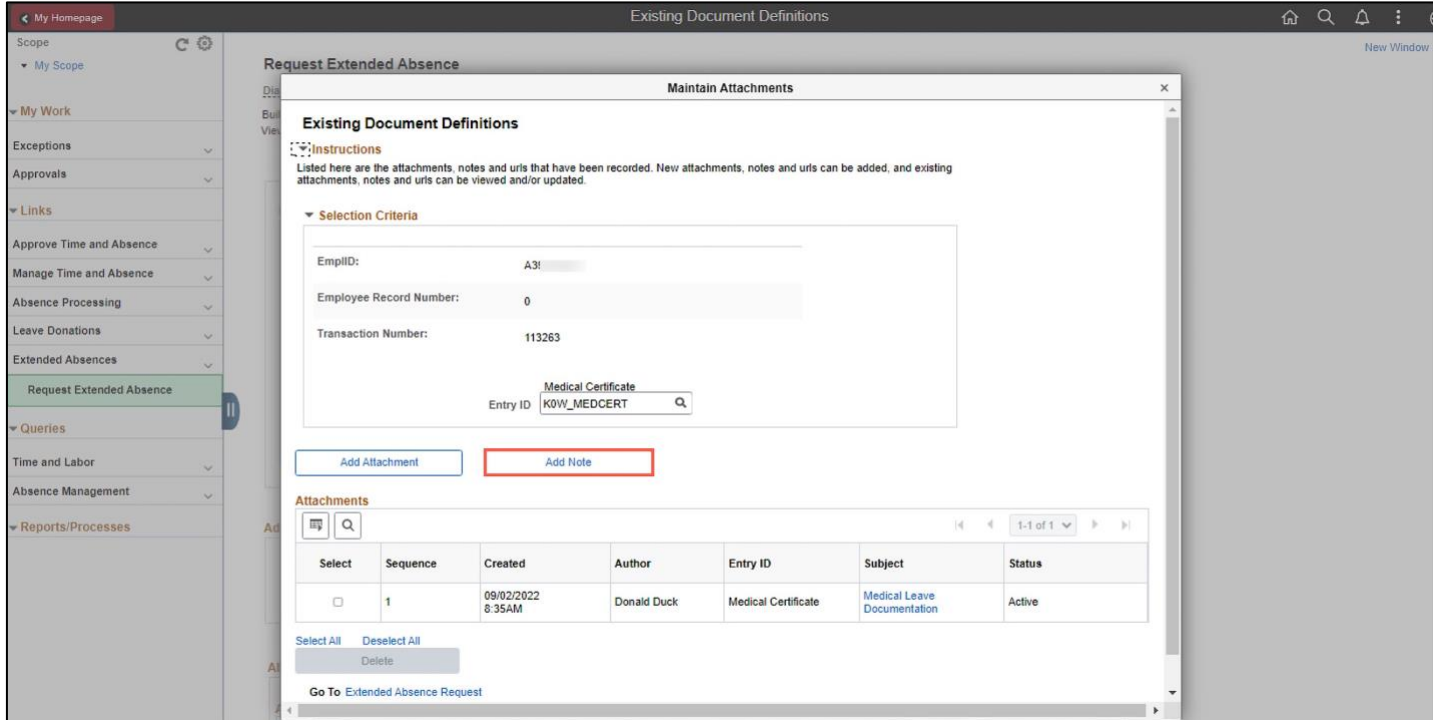
Add Attachment

Save

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Step 19: Notice the attachment has been uploaded.

Step 20: Click the **Save** button.



Request Extended Absence

Maintain Attachments

Existing Document Definitions

Instructions
Listed here are the attachments, notes and urls that have been recorded. New attachments, notes and urls can be added, and existing attachments, notes and urls can be viewed and/or updated.

Selection Criteria

EmplID: A31
Employee Record Number: 0
Transaction Number: 113263

Medical Certificate
Entry ID: K0W_MEDCERT

Add Attachment Add Note

Attachments

Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	09/02/2022 8:35AM	Donald Duck	Medical Certificate	Medical Leave Documentation	Active

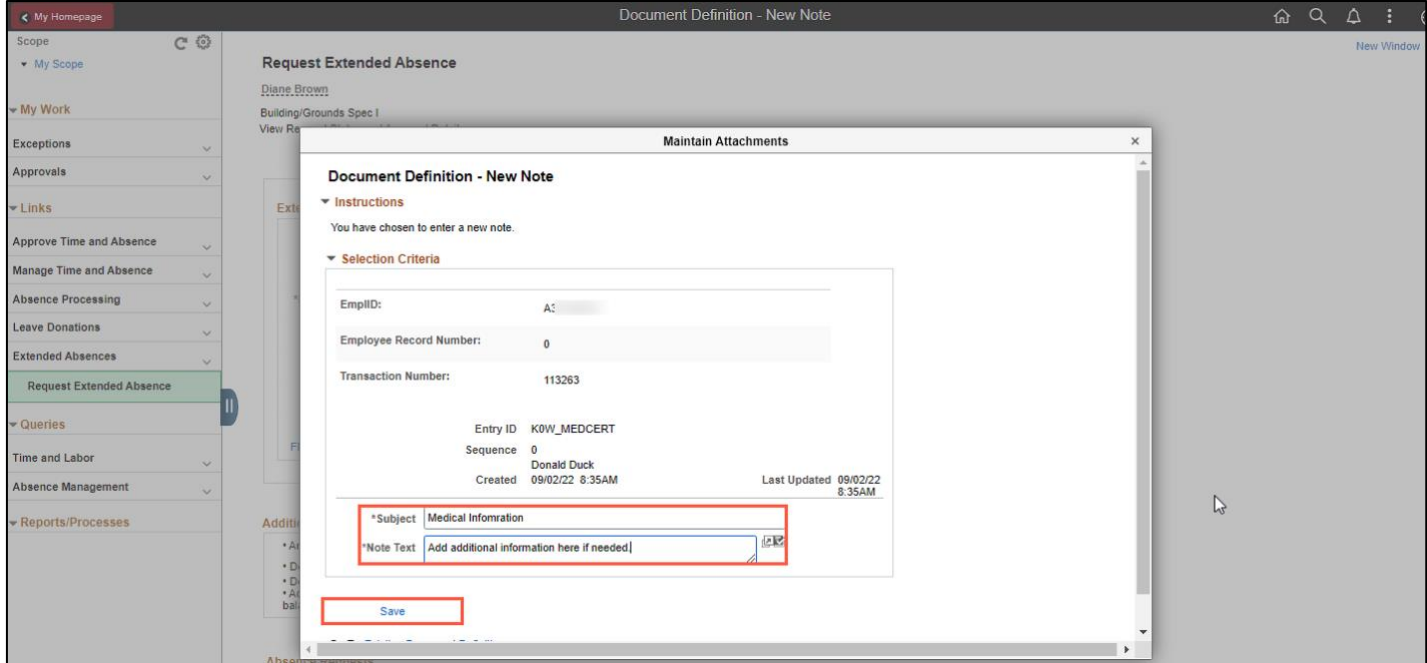
Select All Deselect All
Delete

Go To: [Extended Absence Request](#)

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Step 21: This step is optional. Click in the **Subject** field and enter an appropriate description and click in the **Note Text** field and enter additional information related to the extended request.

Step 22: Click the **Save** button.



The screenshot displays the 'Document Definition - New Note' interface. The main window title is 'Document Definition - New Note'. Below the title, there are sections for 'Instructions' and 'Selection Criteria'. The 'Selection Criteria' section contains the following information:

EmpID:	A5
Employee Record Number:	0
Transaction Number:	113263
Entry ID:	K0W_MEDCERT
Sequence:	0
Created:	Donald Duck 09/02/22 8:35AM
Last Updated:	09/02/22 8:35AM

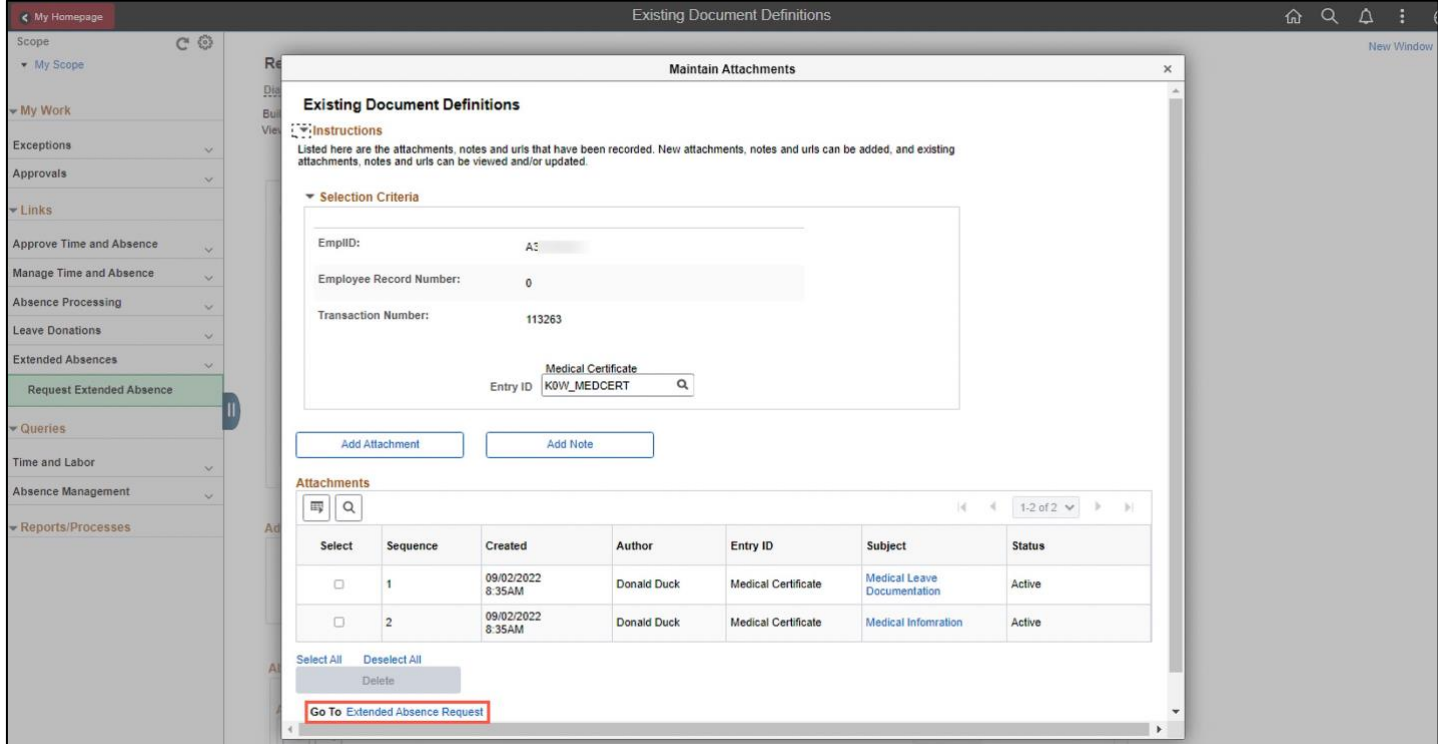
Below the selection criteria, there are two text input fields:

- *Subject: Medical Information
- *Note Text: Add additional information here if needed

A 'Save' button is located at the bottom of the window. The background shows a sidebar menu with 'Request Extended Absence' selected.

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Step 23: Click the **Extended Absence Request** link to return to the Request Absence Request page.



Existing Document Definitions

Instructions
Listed here are the attachments, notes and uris that have been recorded. New attachments, notes and uris can be added, and existing attachments, notes and uris can be viewed and/or updated.

Selection Criteria

EmpID: A2
Employee Record Number: 0
Transaction Number: 113263
Entry ID: Medical Certificate
K0W_MEDCERT

[Add Attachment](#) [Add Note](#)

Attachments

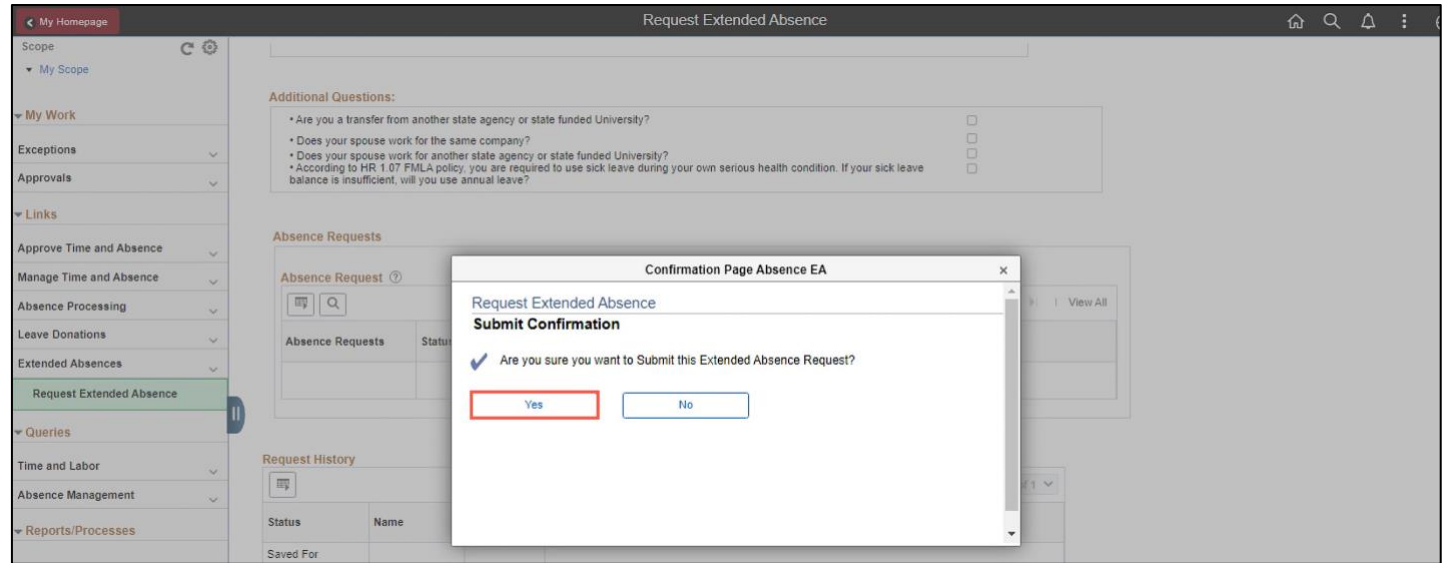
Select	Sequence	Created	Author	Entry ID	Subject	Status
<input type="checkbox"/>	1	09/02/2022 8:35AM	Donald Duck	Medical Certificate	Medical Leave Documentation	Active
<input type="checkbox"/>	2	09/02/2022 8:35AM	Donald Duck	Medical Certificate	Medical Information	Active

Select All Deselect All
Delete

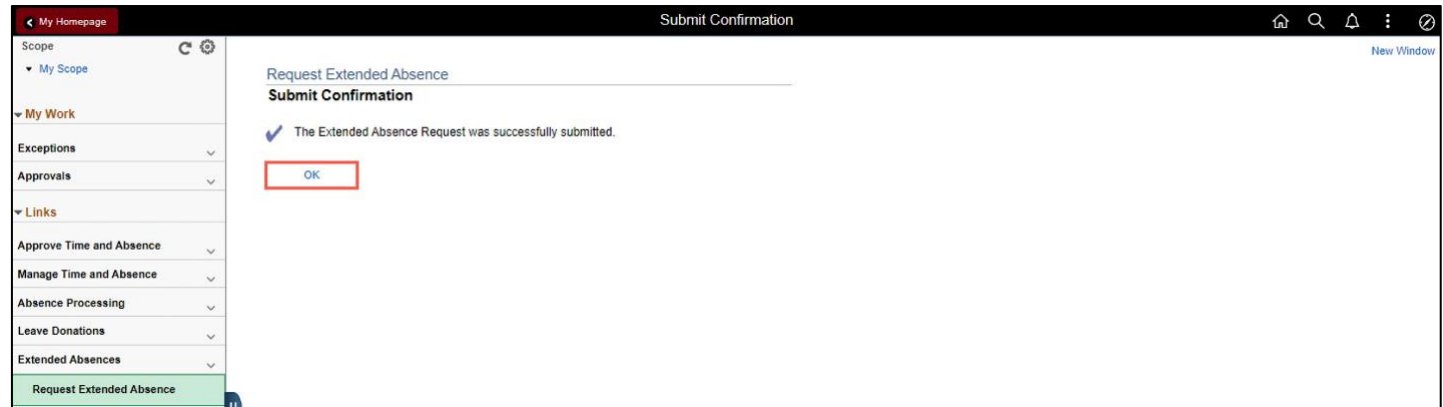
[Go To Extended Absence Request](#)

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Step 24: Click the **Yes** button to confirm you would like to request the extended absence on behalf of the employee.

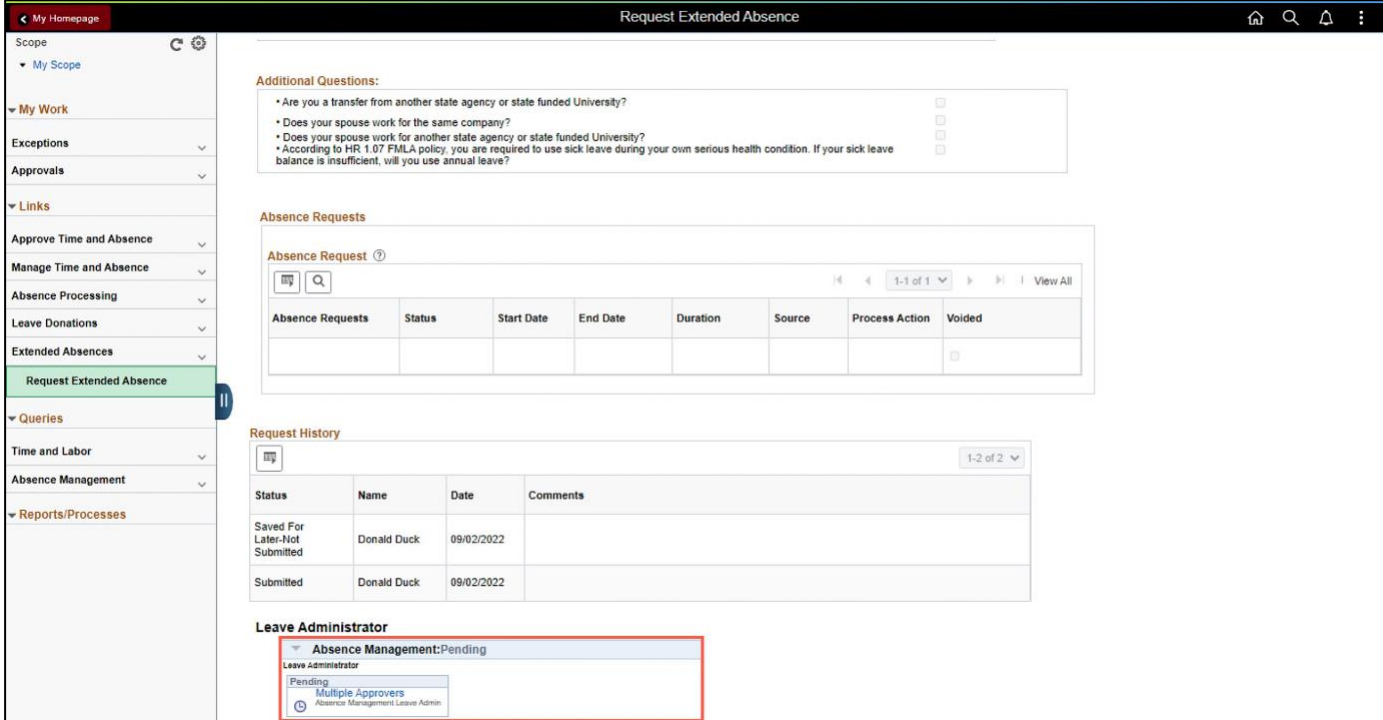


Step 25: Click the **OK** button to confirm successful submission.



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Step 26: The Extended Leave Request is now submitted and waiting for Absence Management Leave Administrative at the Central Benefit's Office.



Request Extended Absence

Additional Questions:

- Are you a transfer from another state agency or state funded University?
- Does your spouse work for the same company?
- Does your spouse work for another state agency or state funded University?
- According to HR 1.07 FMLA policy, you are required to use sick leave during your own serious health condition. If your sick leave balance is insufficient, will you use annual leave?

Absence Requests

Absence Request ?

Absence Requests	Status	Start Date	End Date	Duration	Source	Process Action	Voided

Request History

Status	Name	Date	Comments
Saved For Later-Not Submitted	Donald Duck	09/02/2022	
Submitted	Donald Duck	09/02/2022	

Leave Administrator

- ▼ Absence Management: Pending
 - Leave Administrator
 - Pending
 - Multiple Approvers
 - Absence Management Leave Admin

You successfully learned how to request an extended absence request on behalf of an employee as a Leave Administrator.